

Barwick in Elmet & Scholes Parish Council

meeting to be held on Monday 7 November 2022 at 7pm in the John Riley Centre

AGENDA

1. Apologies

To receive apologies for absence and where requested consider approval of the reasons given for absence.

2. To consider a resolution that Gillian Williamson is co-opted to fill one of the vacant positions on the Barwick Ward

3. Public participation – a maximum of thirty minutes for members of the public to address the Parish Council.

4. To receive any declarations of interest not already declared under the council's code of conduct or members Register of Disclosable Pecuniary Interests

5. To **approve and sign the minutes** of the meeting of the Parish Council held on 26th September 2022.

To agree that the wording of the public participation session recorded in the June minutes be changed from "A Councillor was on the shuttlebus and made a comment" to "A Councillor was on the shuttlebus and *the resident alleged* that the Councillor made a comment"

6. To consider **Correspondence** received by the Clerk since the last meeting.

7. To receive the Action Tracker.

8. Other Items

8.1 To receive the draft minutes of the Finance and General Purposes (F&GP) Committee meeting of 4th October 2022 and to consider;

- a. Adoption of the Equal Opportunities and Diversity policy
- b. Adoption of the Benches Policy and application form
- c. To consider that a consultation leaflet be produced with proposals for Hall Tower field usage on one side and for a playground for seven to twelve-year-olds near the football pitch Scholes on the other side.

8.2 To agree to the purchase of a small token of appreciation for those delivering Parish newsletters such as a tub of chocolates.

8.3 To consider a grant application from Scholes in Bloom.

8.4 To agree the Terms of Reference of the Pavilion subcommittee

8.5 To consider the purchase of additional bunting for events in 2023 using unused Jubilee budget money.

8.6 To note that the Scholes Lodge Farm subcommittee met on 24th October 2022 and to consider the following items;

- a. A proposal that the subcommittee also has responsibility for the maintenance of Hall Tower Field.
- b. To consider whether the event being planned for 2023 will be a private event or a Parish Council event.

8.7 To note that the gate at the entrance to Scholes lodge field is now rotting and to consider appropriate action to address this.

8.8 Graffiti on East Leeds Orbital Road

8.9 To consider the recommendations of the Staffing Committee regarding the Clerk's Salary.

8.10 To consider an amendment to Standing Orders to allow subcommittees to meet using remote access or as hybrid meetings.

8.11 To note that the Playing Fields Committee met on 24th October and the draft minutes have been circulated.

8.12 Reports of meetings/training attended

- a. East Leeds Orbital Road meeting 13th October 6:30pm Teams (Cllr. Remmer)
- b. YLCA Leeds Branch meeting 18th October (Cllr. Slater)
- c. Outer North-East Town & Parish Council Forum – 27th October (Cllrs. Hassell and Slater)
- d. Outer North-East Community Committee – 26th October using Webcast (Cllr. Slater)

8.13 Pavilion MUGA usage report

8.14 Website and Social Media report.

9. Planning Matters

- To note the decisions of the Planning Committee meetings of 28th September and 26th October 2022

10. To consider the financial issues below

10.1 Cash book and bank reconciliation for September and October.

10.2 Formal approval of invoices and payments to be made for November.

10.3 To agree a proposal that payment of the Clerk's salary be made without waiting for the formal approval at the monthly meeting.

10.4 To agree that the £50 deposit held as part of the agreement with the Youth Club be retained as the heating was left on during a period of lockdown.

10.5 To note that the Internal Auditor has now retired and to consider the terms of reference to be issued in seeking quotations for a new auditor

10.6 To agree to move £1,000 from the Jubilee budget to £500 in each of the Environment budgets so as to allow the new gate for Hall Tower field to be installed.

10.7 To note that the external auditor did not meet the statutory deadline of 30th September and issued an interim report and that the final report was issued on 14th October and to note that the Responsible Financial Officer (RFO) posted both the interim report and the final report on the website and notice board in line with statutory requirements as far as possible.

11. Crime Report/Police and Communities Together (PACT) meeting

Report of the meeting of 13th October, next one due 15th December

12. Date of future meetings:

Parish Council – 5th December 2022 at Scholes Church Hall at 7pm

Finance and General Purposes Committee – 29th November 2022 at 7pm in the Pavilion

Planning Committee – 23rd November 2022, 6:30pm, Barwick Miner's Institute

Note: The wording of agenda items to be submitted in writing to the Proper Officer at least ten clear days before a meeting.